

## CUSTOMER INFORMATION BULLETIN

# FAMILY DAY CARE HOME

### Planning Division

1055 South Grady Way – Renton, WA 98057  
Phone: 425-430-7200 | [www.rentonwa.gov](http://www.rentonwa.gov)

**What is a “Family Day Care Home” and how do I establish one?** If you care for no more than 12 children in the home in which you live, the use would be considered a “Family Day Care Home” for the purposes of determining zoning requirements. The limit of 12 children includes children who reside in the home. The Washington State Department of Social and Health Services (DSHS) has determined there is a need to allow daycare in one’s home and, also, that if the number of children was limited, the risks would not be appreciable. Thus, DSHS developed a special category of “Family Day Care Home” which would not fall under “commercial zoning” regulations.

### Requirements for “Family Day Care Home” Establishments

1. **Building Permit Process.** A building permit from the City Building Section (425-430-7200) will be required in order to ensure that you are able to meet the smoke alarm requirements of the International Residential Code (IRC) Section R 314 and other safety-related requirements. Plans will need to show exit doors, smoke alarms in sleeping rooms and napping areas, room uses and other information.
2. **Washington State Department of Early Learning (DEL) licensing:** All daycares must be licensed by Washington State DEL <http://www.del.wa.gov/publications/licensing/default.aspx#family>, which has additional requirements. One of these requirements is to attend an orientation which will provide an overall view of DEL requirements. The DEL determines the maximum number of children a provider may care for at any one time. In general, the more children cared for, the more stringent the license requirements become (covering such as areas as health and safety, fire protection, discipline policies and facilities that must be provided). More information is available online at <http://www.del.wa.gov/publications/licensing/docs/ProviderHandbook.pdf>. After applying for a license a representative from the State Fire Marshal’s Office or local fire officials, the Department of Health, and the DEL will contact you to arrange a time to inspect the facility. For further information on obtaining a license, email the DEL at [communications@del.wa.gov](mailto:communications@del.wa.gov) or call toll free: 1-866-482-4325. (Also see the State Regulations <http://apps.leg.wa.gov/WAC/default.aspx?cite=170-295&full=true388-155> ).
3. **Tax Registration:** In addition to obtaining a state license, it is required that you register with the State Department of Revenue for tax purposes. For further information call 1-800-647-7706.
4. **Timing:** Depending on the type of permits needed, you should allow time to complete the land use and building permit requirements. If a Condition Use Permit is needed, the process can take about twelve (12) weeks in addition to the time needed to process your building permit. A pre-application meeting will help to identify the process that will apply to your proposal operation and location.
5. **City of Renton Business License:** All Family Day Care homes are required to obtain a City of Renton Business License. You may contact the Finance Department at 425-430-6851 for the license application form or pick up an application from the Finance Department on the first floor of Renton City Hall.